

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3730.1

Effective Date: June
04, 2012

Expiration Date: June
04, 2017

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Suitability Program

Responsible Office: Office of Human Capital Management

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) |
[AppendixB](#) | [ALL](#) |

Appendix A. Definitions

Applicant. A person who is being considered or has been considered for employment.

Appointee. A person who has entered on duty and is in the first year of a subject-to-investigation appointment.

Break in Service. A break in service occurs when an employee is not employed for a period of one or more workdays.

Core Duty. A continuing responsibility that is of particular importance to the relevant covered position or the achievement of an agency's mission.

Covered Position. A position in the competitive service, a position in the excepted service where the incumbent can be noncompetitively converted to the competitive service, and a career appointment to a position in the SES.

Days. Calendar days unless otherwise specified in this part.

Debarment. A determination by the Agency or OPM to prohibit an applicant or appointee from being examined for or appointed to a Federal position for a period of up to three years.

Employee. A person who has completed the first year of a subject-to-investigation appointment.

Investigation. The act of investigating a person's background which may include, but is not limited to, credit history, criminal history, and employment history.

Material. In reference to a statement, one that is capable of influencing, affects, or has a natural tendency to affect, an official decision even if OPM or an agency does not rely upon it.

Position Risk Designation. A determination of a particular position's potential for adverse impact to the efficiency of integrity of the service. A position may be determined to be Low, Moderate, or High Risk.

Position Sensitivity Designation. A determination based on the need of the incumbent to access National Security Information. A position may be designated at the non-critical sensitive, critical-sensitive, or special-sensitive level.

Reciprocity. A determination to accept a Suitability Adjudication previously made by another entity.

Suitability Adjudication. A determination based on an individual's character or conduct that may impact the efficiency of the service.

Suitability Adjudicators. A person who is responsible for making or recommending a suitability adjudication.

Unclassified Set of Duties. A set of duties and responsibilities for which NASA has not officially assigned a title, series, and grade level.

High Risk Positions. Positions that have the potential for exceptionally serious impact involving duties especially critical to NASA or a program mission of NASA with broad scope of policy or program authority.

Moderate Risk Positions. Positions that have the potential for moderate-to-serious impact involving duties of considerable importance to NASA or a program mission of NASA with significant program responsibilities and delivery of customer services to the public.

Low Risk Positions. Positions that involve duties and responsibilities of limited relation to program missions, with the potential for limited impact on the integrity or efficiency of the service. It also refers to those positions that do not fall within the definition of a High or Moderate Risk position. Positions designated at the Low Risk level are not considered Public Trust positions.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
| [AppendixA](#) | [AppendixB](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) |
| [Search](#) |

DISTRIBUTION: **NODIS**

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
